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S E C R E T

DDA 84-0046/38  
28 September 1984

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: Harry E. Fitzwater  
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 28 September 1984

## 1. Progress reports on tasks assigned by the DCI/DDCI:

None.

## 2. Items/events of interest:

25X1 a. The Office of Finance processed [ ] in Treasury Checks  
25X1 from other U.S. Government agencies during the reporting period. This total  
25X1 included [ ] in appropriation funding, [ ] in National  
25X1 Programs funding, [ ] from the National Security Agency and a  
miscellaneous [ ] from several other agencies. This volume of checks  
was one of the highest ever experienced by the Office of Finance and was due  
primarily to final FY-84 funding of the National Programs.

b. The joint efforts of the Offices of Finance, Communications and  
Security have resulted in the installation of equipment that will allow the  
Office of Finance to provide required monthly reports to be sent direct to the  
Department of Treasury. The Electronic Funds Transfer of vendor payments is  
the next step in a number of automated Department of Treasury efforts to  
improve the efficiency of their functions.

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e. On 20 September, the Office of Logistics participated in a briefing for the OMB Examiner to CIA on bailment of property from the Department of Defense. Recent media allegations prompted a request by the OMB Examiner for an indepth briefing of the Agency's bailment program. The briefing went well and the OMB Examiner appeared satisfied with the results.

25X1

g. During the period 24 - 26 September, Office of Medical Services representatives participated in the Fourth Annual Terrorism Seminar hosted by the North Central Texas Council of Governments in Dallas, Texas.

25X1  
25X1

h. A member of the Safety Staff departed on 23 September to conduct comprehensive safety and health surveys of Agency facilities

i. The Directors of Security and Communications attended a 24 September meeting at the White House, chaired by Kenneth De Graffenreid, to discuss the security of office equipment being used by Executive Branch agencies overseas.

25X1

l. Two representatives from the Classification Review Division, Office of Information Services, completed a TDY to the Eisenhower Presidential Library to review files for possible declassification. The material reviewed was from the Operations Coordinating Board covering the period from 1954 through 1957. Approximately 25 percent of the reviewed files were not releasable because of continuing CIA interest.

m. The National Archives and Records Service (NARS) has accepted the Agency's request to transfer the second increment of OSS records. The Information Management and Resources Division (IRMD) is making arrangements with the Office of Logistics to transfer the entire 110 cubic feet of records to NARS in a single shipment.

25X1

25X1 o. Chief, Central Travel Services visited the National Photographic Interpretation Center (NPIC) and the Office of Development and Engineering (OD&E) to coordinate the installation of APOLLO satellite ticketing stations. Space in the OD&E [ ] was surveyed for APOLLO use, and an agreement with OD&E for staffing and procedures is being prepared.

25X1 p. On 19 September, the first phase of the SOVA move from [ ] Building was completed. Over 3,400 boxes of classified material and 195 positions were moved. Movers worked Friday evening and Saturday, moving ten truckloads of classified material and 39 truckloads of furniture.

q. Effective 24 September, Allied Eastern States Maintenance Corporation (Allied) has taken over custodial responsibility of all offices on the 7th floor. Due to the occupants of these areas, the following schedule applies:

- (1) Vaulted areas are cleaned in the afternoon.
- (2) Certain other non-vaulted areas are cleaned after 1700 hours.
- (3) The offices of the DCI, DDCI, DDI, DDA, and DDO are done after 2000 hours.
- (4) As part of a general housecleaning, and to finalize our relationship with GSA, over 500 open work orders have been closed out.

r. The Office of Logistics reports that the temporary parking lot containing 1,300 spaces is nearing completion and is scheduled to be turned over to the Agency for employee use on 3 October. An employee bulletin announcing this new parking and new access routes to this lot will be distributed on 1 October. These new 1,300 spaces are required to replace the approximately 1,300 spaces being deleted so that construction of the parking garage can begin.

25X1 3. Significant activities anticipated during the coming week:

Harry E. Fitzwater

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ORIG:EO/DDA:

**Distribution:**

- O - DCI
- 1 - DDCI
- 1 - ExDir
- 1 - DDA Subj
- 1 - OLL
- 1 - Ea. DA OD
- 1 - SSA/DDA
- 1 - DDA/CMS
- 1 - DDA/SS
- 1 - DDA/MS
- 1 - EEO/DDA
- 1 - HEF Chrono
- 1 - EO/DDA Subj

25X1